

ACTIONS REQUIRED AROUND SEPTEMBER 28, 2001

Users will need to make transaction processing decisions around September 28, 2001, as follows:

1. Proper Fiscal Year (FY) for posting. Both FY01 and FY02 will be available for most users. Consult the DMB Office of Financial Management's (OFM's) Financial Reporting and Accounting Manual, formerly known as the Year-End Closing Guide, and/or your agency's chief accountant for guidance.
2. Proper Appropriation Year (AY) for posting. All previous appropriation years where authority remains and the profiles have an active status can be input on a transaction. In general, except for capital outlay, work project transactions, liquidation of encumbrances and liabilities, or collection on accounts receivable, the AY for FY01 should be AY01.

Caution: On transaction entry screens the AY will default to 02 beginning October 1, 2001 (once the FY is 02).

Additionally, users need to be aware of the following transaction processing activities at the same time:

1. All manual warrants issued must be recorded in the system. Care should be taken to ensure the correct information is entered.
2. Requests for RMDS reports should be reviewed to eliminate unneeded FY01 requests and to add appropriate FY02 requests.
3. The Internal Transaction (IT) file in R*STARS should be cleared, to the extent possible, to ensure posting of transactions to the proper fiscal year.